

**THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION
LP-98**

**INVITATION TO SUBMIT LETTERS OF INTENT FOR LEASE PROPOSALS
RELATED TO RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF
CORRECTIONS WOONSOCKET ADULT PROBATION AND PAROLE
OFFICE AND
ASSOCIATED PARKING FACILITIES**

The Rhode Island Department of Administration, in order to secure administrative office space for the Department of Corrections, Woonsocket Adult Probation and Parole, invites Letters of Intent from interested parties. Letters of Intent must be submitted in writing by May 6, 2005 at 3:30 p.m. and addressed to:

Ms. Beverly E. Najarian, Director
Office of the Director
R.I. Department of Administration
One Capitol Hill
Providence, R.I. 02908

The Letter of Intent should clearly identify the property being offered for lease. No consideration will be given to Letters of Intent submitted after the above-referenced time and date.

Following receipt of Letters of Intent, an Informational Conference will be held. Respondents shall be notified by the Department of Administration of its date, time and location. In order to obtain admission to the Informational Conference, an appropriate Disclosure Certificate must be submitted to the Department of Administration at least one (1) day prior to the scheduled conference. Disclosure certificates can be obtained by contacting Anne Lanni (222-1280) at the R.I. Department of Administration, Division of Capitol Projects and Property Management.

Letters of Intent should be addressed to quarters, which are;

1. Located in Woonsocket, Rhode Island, serviced by public transportation, visible to the public, and in close proximity to major highways, and which;
2. Contain approximately 3,800 square feet (gross area) of usable continuous office space to include the following: several private offices, reception area, public and private restrooms, and lunchroom. Preference is for one level, single tenant occupancy. A conceptual program layout will be provided at the informational conference.

3. The lessor shall provide a minimum 20 dedicated parking spaces located in close proximity to the facility, which shall be included in the cost per square foot. Preference is for contiguous parking spaces next to the building. This lighted parking area will include handicapped spaces as required by code, and which;

The lessor provides water, sewer, heat, air conditioning, electricity, snow and ice removal, shared delivery/loading area, fire alarm and sprinkler system, security alarm system, janitorial services, pest control services, building maintenance, trash and rubbish removal, recycling services, telecommunications/data category 5 wiring, window blinds, interior and exterior signage, all of which shall be included in the square foot rental charge.

4. Are in strict compliance with all the appropriate local, state and federal codes, including but not limited to the Americans With Disabilities Act of 1991, the Rhode Island Fire Code, the Architectural Barriers Act of 1968, the Rehabilitation Act of 1973, and the Rhode Island General Laws, as amended and reenacted (37-8-15) for access for the physically handicapped, and those relating to hazardous substances, hazardous wastes and asbestos abatement; and
5. Shall comply with energy efficient standards and program requirements of the Statewide Energy Conservation Office and Section (37-8-17) of the Rhode Island General Laws; and
6. The lessor shall provide architectural and interior design services to develop office layout and renovation for occupancy of the leased premises. All preparations, build-out and/or renovations to the premises shall be provided at no additional cost to the lessee; and
7. Is available for occupancy with build-out renovation and/or refurbishing by the lessor no later than November 1, 2005.
8. Present a lease with the following:
 - ☐ A 5-year term which contains a one-year cancellation provision
 - ☐ A 5-year renewal option
9. The lessor shall propose level monthly rent payments, all-inclusive for the first term. A rent increase may be negotiated for the optional renewal term.

This advertisement does not constitute an offer on the part of the State of Rhode Island, but it is placed in order to invite proposals for office quarters as described. The Department of Administration reserve the right to reject any and all proposals for any reason deemed not to be in the State's best interest including without limitation the availability of funding.

